



City of Greensboro
Greensboro, North Carolina

Career Opportunity

Planning and Community Development Department Director

The City of Greensboro is an Equal Opportunity/Affirmative Action Employer that does not discriminate in employment or the provision of services on the basis of race, color, national origin, sex, religion, age, sexual orientation, disability (unless a bona fide requirement of the position and other non-job related factors).

Department Overview

The Greensboro Planning and Community Development Department is a newly merged department and will be bringing together planning and implementation functions from long range plan development, compliance, and housing and reinvestment activities and code enforcement. Major work elements include comprehensive, corridor, area and neighborhood planning, data, analysis and mapping; administration of the Land Development Ordinance; coordination of site plan reviews; community development and other federal grant programs such as the Brownfields program and the Energy Efficiency and Conservation Block Grant and redevelopment activities. This department is also staff to a number of City boards and commissions including, but not limited to: Planning Board, Zoning Commission, Board of Adjustment, Redevelopment Commission, Historic Preservation Commission, Rental Unit Certificate of Occupancy Board and Minimum Housing Commission. Major initiatives over the next year include implementation of the recently adopted Land Development Ordinance, updating *Connections 2025* (the City's comprehensive plan), continued implementation of several redevelopment plans, EECBG implementation, and the lead hazard remediation program.

City's Profile

The City of Greensboro operates under a Council/Manager form of government. The City Council sets policies and enacts ordinances, which are then carried out under the City Manager's direction. The City Council is comprised of an elected Mayor and eight council members. The organization has a long history and tradition of being a stable, strong Council-Manager form of government. The City has approximately 3000 employees, and there are 22 City departments.

Greensboro, the third largest city in N.C., is located in Guilford County and with a diverse population of over 247,000, is the largest city within the Piedmont Triad region, followed by Winston-Salem and High Point. With its temperate climate and close proximity to both the mountains of North Carolina and Atlantic Ocean beaches, Greensboro provides residents the best of both worlds. Once known as the "Gate City" for the large number of trains that passed through downtown, the city maintains its history as a transportation hub with its easy access to major interstates and highways.

Twelve colleges and universities in Greensboro and the Piedmont Triad provide Greensboro businesses thousands of well-trained and highly-educated people each year, adding to the city's existing workforce. The bulk of the current workforce is divided between services, manufacturing, government, and retail trade. While there have been some business closings in the area during the past several years, Greensboro continues to have a changing and vibrant economy.

Additional information about the City is available at www.greensboro-nc.gov.

Qualifications

The ideal candidate for the Director of Planning and Community Development for Greensboro will preferably possess a masters degree in Urban Planning, Public Administration, or a closely related field and will be an accomplished planning professional with extensive related leadership and management experience. The preferred candidate should possess AICP certification. The City is seeking someone who is at the forefront of their profession and is committed to the highest level of Customer Service and Community Collaboration.

Other attributes of the successful candidate is knowledge of the following:

- Comprehensive understanding of the theory, principles and practices of community development, community development finance, historic preservation, urban design, land use planning, urban development and code enforcement;
- Familiarity with surveys, statistical methods and GIS technologies;
- Thorough understanding of land use and planning law and local ordinance enforcement; if not presently familiar with North Carolina law, is able to quickly assimilate that knowledge;
- Familiarity with federal housing and community development programs and regulations.

The successful candidate for Director of Planning and Community Development for the City will be an excellent communicator, both verbally and in writing and will possess well-developed interpersonal skills and abilities. Other attributes sought in the successful candidate include a proven record as a collaborative leader, proven negotiating skills, ability to make persuasive presentations, budgetary and financial management expertise, ability to select and develop outstanding staff, a good decision maker, a person who remains calm under pressure and a person who is innovative and a strategic thinker and a leader that is committed to the excellence in Customer Service.

Also sought is a person with a high energy level, an individual who values accountability, a problem solver, and a person who is goal-oriented and motivated to achieving a high level of success. The successful candidate for Director of Planning and Community Development of Greensboro should be an excellent team leader and team player, a well-organized individual, and an effective strategic planner. A strong work ethic and unquestionable ethics and integrity are also attributes sought in the new Director of Planning and Community Development.

ABOUT THE POSITION

Greensboro's Director of Planning and Community Development provides leadership and directs the operations and activities of the City Planning Department and Community Development Department. The Director is hired by the City Manager, and reports directly to the Assistant City Manager for Economic Development. The Director is expected to function under broad policy guidance and is expected to exercise independent judgment and initiative. Supervision is exercised over the work of all Planning and Community Development Department personnel. The Director is an integral member of the City's leadership team.

In order to be effective, the Director is required to establish and maintain effective working relationships with the City Manager's Office , other Department Directors and other City personnel, elected and appointed officials, volunteers, representatives of a variety of State, Federal, and municipal agencies, and the general public.

Compensation and Benefits

Salary range will be from \$94,000-\$112,000 plus Executive Compensation Supplement (beginning salary will be commensurate with experience). Full range of benefits include choice of health insurance and dental insurance options; participatory retirement program; deferred compensation programs (457 City contribution plus voluntary contribution with a match by City; 401k voluntary contribution available); ten paid holidays; annual and sick leave; City provided life insurance; pre-tax medical premiums; medical and day care expense reimbursement program; and supplemental insurance (voluntary employee purchase).

Application Process

The City welcomes your application if you are interested in and qualified for this opportunity.

Your information must be received NO LATER THAN August 10, 2010 by going to the following URL to apply for the position:

You will be asked to upload the following to the website: <http://www.realmatch.com/PLanding/5016215>

- Resume with recent five-year salary history
- Reference list with name, organization, address, phone number, email address if available.
 - Three work related references PLUS two most recent supervisors
(NOTE: References will NOT be contacted without first notifying you.)
- Cover letter summarizing why your education, experience, skills and leadership qualities qualify you for this position. Include specific examples of major accomplishments in management/professional roles as well as responses to the following topics (no more than one page for each topic):
 - Describe key efforts and/or approaches taken to assure that limited resources (personnel, equipment/facilities, money) are most effectively allocated and utilized
 - Describe actions taken during your career to enhance leadership skills and abilities

Questions about the process and ancillary materials may be emailed to greensborohiring@developmentalassociates.com, subject line: *Planning and Community Development Director*.